

CAPITAL PROJECTS ADVISORY REVIEW BOARD
Data Collection Subcommittee
Draft Meeting Minutes

“Get On It” Conference Room, Kilroy Building, SeaTac
May 5, 2006, 12:00 – 2:00 p.m.

Initial if

Present	Name	Organization	Phone	e-mail
<i>Subcommittee Members</i>				
DS	Darlene Septelka (Lead)	King County	(206) 296-1308	Darlene.septelka@METROKC.GOV
CC	Carolyn Crowson	OMWBE	360-753-9679	carolync@omwbe.wa.gov
PS	Paul Szumlanski	General Administration	360-902-7271	PSzumla@GA.WA.GOV
	Rep. Kathy Haigh	State Representative – District 35	360-427-2028 (Shelton) 360-786-7966 (Olympia)	Haigh.kathy@leg.wa.gov
Absent	Mark Gauger	Mechanical Contractors Association	206-442-9029	markmcaww@qwest.net
Absent	Michael Transue	Association of General Contractors	253-223-2508	cmjtransue@comcast.net
AN	Alan Nygaard	University of Washington	206-221-4217	anygaard@u.washington.edu
SG	Steve Goldblatt	University of Washington	206-685-1676	bconbear@u.washington.edu
TR	Teresa Rodriguez	City of Seattle	206-684-0156	Teresa.rodriguez@seattle.gov
Absent	Steve Masse	Office of Financial Management	360-902-0576	Steve.Masse@OFM.WA.GOV
TP	Tom Peterson	Hoffman Construction	206-286-6697	Tom-peterson@hoffmancorp.com
<i>Other Attendees</i>				
Absent	Nancy Deakins	General Administration	(360) 902-8161	deakink@dshs.wa.gov
Absent	Karen Barrett	JLARC	(360) 586-5181	Karen.Barrett@leg.wa.gov
Absent	Terrie Glave	General Administration	(360) 902-7220	tglave@ga.wa.gov
MR	Marsha Reilly	House of Reps	(360) 786-7135	Reilly.marsha@leg.wa.gov

Item 1: Meeting Focus

Finalize the Survey/Questionnaire (next week it should be reported to the full CPARB). Darlene stated that she is unavailable for a meeting the first week of June, but may schedule a last meeting in July. Today, there will also be some discussion regarding Building Types. This survey should be utilized for all three delivery methods. Steve stated that we need to keep the survey as simple as possible, but don't cut it off too short. We have to let the CPARB members review this. We are striking a good middle ground on this survey.

Item 2: Handout from Carolyn Crowson

- The data elements have not changed
- “Subcontractors were paid in a timely manner” – noted at bottom of page
Carolyn stated that OMWBE receive a lot of complaints about this. It is an important tool for any subcontractor.
- Teresa said that they have limited ability to make sure contractor pays the subcontractors. Changes are somehow not getting processed by the owner group. There will be different answers depending on who you ask.
- We have decided that this is not specific enough to be meaningful.

Item 3: Handout from Darlene Septelka

Three page Final Survey: We will have to report this to the full CPARB on next Thursday, May 11th. This questionnaire is mainly for the Owners. Terrie Glave will oversee the online survey. John Lynch is pleased with cost, it is reasonable. It will have some simple pull downs that can fit within the GA development of this online survey. Darlene said that we will also add more of some subjective questions to the survey.

Page 1 of 3 – Section 2.0, Schedule

- Developed a list of possible choices (to include, but not limited to: contractor performance, owner performance, A/E performance, and internal review delays)

Section 3.0, Cost/Contingencies

- Developed a list of possible choices to include, but not limited to: unrealistic budget, market conditions, and construction escalation.

Page 2 of 3 - Section 4.0, Changes and Claims

Claims

- Reviewed change types and edited survey to remove contractor changes and added schedule changes.
- Develop a list of possible claim resolutions.

Section 5.0, Prime Contractor Selection Process

- Manual entry individuals tend to misspell firm names but the list would be too large for a pull-down.
- Did a selection protest impact the schedule (yes or no)? No pull down necessary.

Section 6.0, Subcontractor Selection Process

- It was requested that we remove this whole section of the survey since it applies to GC/CM only.

Section 7.0 Supplier Diversity Participation

- Second question will be removed: Were subcontractors publicly bid?

- Will create a pull down for the type of outreach that was done:
 - Organized outreach events: outreach and solicitation, electronic notification, other.
- Is the goal Federally funded/regulatory/mandatory requirements
 - Are private grants involved?
 - Housing authorities and any transportation related (have Federal requirements/regulatory/mandatory)?
- Combined goals can be broken out
- Number and dollar amounts are important

Section 8.0 Quality

- Data does not give much value
- First question should state: Does your agency have established Project Performance Standards? yes, no, why
- Second question should state: Were they employed on this project? – yes, no, why will be removed.
- It was suggested that we discuss this with the JLARC members
- **Marsha Reilly will find out more information from Representative Haigh on this issue**
- May need to define the term as Project Performance Standards
- Issues can be with Design Quality and Construction Quality or both

Item 4: Handout from Darlene Septelka

Building Types

This list is the one that JLARC used. This will be completed with a drop down box

1. Athletic (keep; work out centers, student recreation centers)
2. Teaching lab (considered a moderate lab)
3. General Classroom
4. Greenhouse
5. Multipurpose
6. Office
7. was Operational Support (delete), now is Operational and Maintenance Support
8. Performing Arts
9. Research
10. Residential
11. Stadium (self sustaining)
12. Student Services
13. Study (delete)
14. Unclassified (delete)
15. Prison
 - Pre-release Security Level 1 (residential)
 - Minimum Security Level 2
 - Medium Security Level 3
 - Close Security Level 4

- Maximum Security Level 5
- 16. Mental Health Facility
- 17. Hospital
- 18. Food Facility Services
- 19. Infrastructure – water treatment, waste water, etc...
- 20. Storage Facility Center
- 21. Readiness Center (Military)
- 22. Public Safety
 - Drop Down box: Police Station, Fire Station
- 23. Libraries
- 24. Marine Facilities (terminals)

Other suggestions

- K-12 (little of everything): schools
- Higher Education (filter through the owner)

Item 5: Meeting Adjournment

The meeting was adjourned at approximately 2:15 p.m.